

**NISRA BOARD OF DIRECTOR'S MEETING**  
**NISRA Office, Crystal Lake**  
**May 21, 2025**

**Meeting Minutes**

**1.00 Call to Order:** The meeting was called to order at 1:32 PM by Scott Crowe

**Roll Call:** Dan Jones (Cary), Jason Herbster (Crystal Lake), Dave Peterson (Dundee), Jen Hermonson (Elgin), Laura Schraw (Hampshire), Scott Crowe (Huntley), Randy Splitt (Lake in the Hills), Cindy Babicz (Wauconda), Mark Pentecost (Woodstock)

**Staff Attending:** Jim Wiseman, Executive Director; Heidi Jenkins, Superintendent of Recreation; Patty Panas, Senior Manager of Human Resources & Administration; Sue Just, Recording Secretary; Trisha Seng, Manager of Adult Day & Veterans Programs; Tara Mackey, Registration Specialist

**2.00 Recognition of Visitors & Matters from the Public:**

Director Wiseman shared that Trisha Seng, Manager of Adult Day & Veterans Programs, was attending to give an update on adult programming, under new business. Tara Mackey, NISRA's new Registration Specialist, was introduced and she shared a little bit about herself and her background. There were no matters from the public at this time.

**3.00 Superintendent's Report:**

Superintendent Jenkins stated that NISRA has two new full-time staff starting in May. Previous NISRA intern, Liceny Cordero, will be coming on board as the Southern Regional Coordinator and Taylor Gonio, Certified Therapeutic Recreation Specialist, was hired as NISRA's Northwest Regional Coordinator. Gonio comes to NISRA from Maine-Niles Special Recreation Association where she worked as the Physical Impairment/Visual Impairment Recreation Specialist. RecTrac implementation is under way. NISRA has officially transitioned away from the AllenForce brand Healthy Minds Healthy Bodies™ program and is now independently offering veterans programming under the new initiative, Veterans Fitness and Fellowship. Superintendent, Heidi Jenkins; Manager of Adult Day & Veterans Programs, Trisha Seng; and Veterans Fitness and Fellowship Program Specialist, Nicole Eisenrich have been meeting with the Member Districts that currently have been offering fitness programs to veterans. They have been focusing on Member Districts training needs along with ways to improve the program and get more people involved by making community members aware of what the program has to offer: Social events for families, weekly events and Women's program. NISRA's Open House on April 13 was an outreach success with 31 families attending and new participants registering for summer programs. Jenkins will send out a breakdown of where the families are from. Summer program numbers are doing great. Summer Day Camp has hit their maximum budgeted expense and currently has a waitlist. Summer Day Camp had a 60% retention of past staff and is in the process of hiring additional staff. Included in this report are NISRA's Winter 2025 participation numbers as well as Winter Inclusion participation numbers.

#### **4.00 Director's Report:**

Director Wiseman thanked the Board Members for his performance review. He is currently working on his work initiatives for this Fiscal Year 2025/2026 to be presented for approval at the July 16 Board of Directors meeting. He asked the Board of Directors to forward any thoughts or suggestions that they would like to be included. Director Wiseman shared that on May 20 NISRA received a \$2500 grant from Barrington Township in support of summer programs and transportation. Wiseman has been elected as President of the Crystal Lake Business Center Owners Association and attended its' annual business via Zoom on May 21. Wiseman also shared that he has a meeting with Island Lake's Mayor, Richard McLaughlin, on May 29 to discuss how to get their residence more engaged with NISRA and gain membership in the Association. Jason Herbster, Executive Director of Crystal Lake Park District, offered to attend the meeting with Wiseman.

#### **5.00 Presentation & Acceptance of Consent Agenda Items:**

*A motion to approve April 16, 2025, Meeting Minutes, April 2025 Financial Reports, Warrant #12.5 FY 24/25, & Warrant #1, FY 25/26*

*Motion by: Hobson                      2nd by: Crowe*

*Roll Call: Roll Call: Jones, Herbster, Peterson, Hermonson, Schraw, Crowe, Splitt, Babicz, Pentecost*

*Ayes: 9*

*Nays: 0*

*Motion carried.*

#### **6.00 Old Business**

##### **6.10 50<sup>th</sup> Anniversary Capital Project Update:**

Monica Goshorn-Maroney from Hitchcock Design presented the Inclusive Outdoor Half Court Pickleball /Sport /Patio Seating Area plan to a contact at the City of Crystal Lake. It is currently being reviewed by the city's engineers. If determined by the City of Crystal Lake that we could move forward building out this space the next step would be to present it to the NISRA Foundation, that has tentatively approved the idea of a capital project and have them approve and commit to a capital project to fund the project completely through private donations. The last step would be to present it to the NISRA Board for approval and see if they wish to move forward.

*No action requested at this time.*

#### **7.00 New Business**

##### **7.10 Discussion Expansion of Adult Day Programming Services:**

Director Wiseman referred to the included in the Board packet written report and update on the growth and expansion of adult day programming. The Manager of Adult Day & Veterans Programs, Trisha Seng gave a brief presentation including a strategic plan and budget breakdown for the adult program. Seng shared that the adult program is currently serving 52 unique individuals with a projected end of summer number of participants being 72, along with anticipated numbers for the end of 2025. Elgin, District 155 and Barrington areas are in need of adult day programming. This program covers its own expenses and generates additional revenue. There was a discussion at this time.

*No action requested at this time.*

**7.20 Review & Approval of NISRA Organizational Chart:**

Director Wiseman referred to the included in the Board Packet revised organizational chart and highlighted the two staff positions that have been reclassified.

*A motion to approve the revised NISRA organizational chart as presented*

*Motion by: Hermonson                      2nd by: Peterson*

*Ayes: 9*

*Nays: 0*

*Motion carried*

**7.30 Election of FY 25/26 Officers:**

Director Wiseman opened the floor for nominations of board officers for FY 25/26.

*A motion to approve the current board officers for FY 25/26 as follows*

**President:**                      Scott Crowe

**President-Elect:**              Mark Pentecost

**Treasurer:**                    Dave Peterson

**Secretary:**                    Jim Wiseman    Appointed Non-voting position

*Motion by: Jones                      2nd by: Herbster*

*Roll Call: Jones, Herbster, Peterson, Hermonson, Schraw, Crowe, Splitt, Babicz, Pentecost*

*Ayes: 9*

*Nays: 0*

*Motion carried*

**7.40 Approval - FY25/26 Calendar of Public Meetings:**

Director Wiseman referred to the enclosed in the Board Packet, FY 25/26 Calendar and pointed out that the NRPA Annual National Conference is scheduled for September 16-18, 2025, and will conflict with the Finance Committee meeting the third Wednesday of September. The Finance Committee meeting has been moved to the fourth Wednesday, September 24.

*A motion to approve the FY 25/26 Calendar of Public Meetings as presented*

*Motion by: Hermonson                      2nd by: Pentecost*

*Ayes: 9*

*Nays: 0*

*Motion carried*

**7.50 Approval - FY25/26 Committee Work Plans & Assignments:**

Director Wiseman referred to the included in the Board Packet Committee Work Plans and standing committees.

*A motion to approve the FY 25/26 Committee Work Plans and appointments of board members to the committees as presented*

*Motion by: Jones                      2nd by: Hermonson*

*Ayes: 9*

*Nays: 0*

*Motion carried*

**8.00 NISRA Foundation Report:**

Randy Splitt, Lake in the Hills Director of Parks & Recreation and the NISRA/NISRA Foundation liaison shared that the NISRA Foundation Annual Pins for Purpose at the end of April officially brought in \$5380.00. The Spring

Shoot Out on June 6 is sold out. Splitt thanked all the member agencies who donated items and the Dundee Township Park District for the use of their golf course for the day. The Rock the Hill concert is set for July 26 with headliner Stone Temple Pilots and opening act Joan Jett and the Blackhearts. This is a private, invitation only, concert so please no social media posts. Please list NISRA when prompted how you heard of this event, as a portion will go to the agency listed. Planning has started for the Women's Golf Outing on September 9. NISRA's 30<sup>th</sup> Annual Holiday Fashion Show planning is in full swing. The steering committee meeting will be scheduled for late May, early June. The theme for the 30<sup>th</sup> annual event is Decades of Shimmer and Shine.

**9.00 Comments from the Directors:**

There was a discussion regarding DCSF license and exception status.

**10.00 Executive Session:**

*A motion to enter Executive Session at 2:15 PM for the purpose of Semi-Annual Review of Executive Session Meeting Minutes*

*Motion by: Hermonson          2nd by: Peterson*

*Roll Call: Jones, Herbster, Peterson, Hermonson, Schraw, Crowe, Splitt, Babicz, Pentecost*

*Ayes: 9*

*Nays: 0*

*Motion carried.*

*President Crowe reconvened open session at 2:34 PM.*

**11.00 Action Regarding Executive Session Items:**

*A motion to approve and release the Executive Session Meeting Minutes from April 16, 2025, and approve and not release the Executive Session Meeting Minutes from November 20, 2024 due to need for confidentiality.*

*Motion by: Hermonson          2nd by: Herbster*

*Ayes: 9*

*Nays: 0*

*Motion carried.*

**12.00 Adjournment:**

*A motion to adjourn the meeting at 2:35 PM.*

*Motion by: Hermonson          2nd by: Peterson*

*Ayes: 9*

*Nays: 0*

*Motion carried.*

Minutes respectfully submitted by: \_\_\_\_\_

Jim Wiseman

Minutes recorded by Sue Just.